Director, Fox Valley Advance Care Planning Partnership

JOB SUMMARY
The Fox Valley Advance Care Planning Partnership is a multi-sector, communitywide coalition working to support advance care conversations and planning as an important part of living well through advocacy, education and collaboration. The vision of the Partnership is that people in the Fox Valley are the authors of their own last chapter of life because personal wishes and preferences for care are known and honored by loved ones and health care teams.

The Director is responsible for leading the Fox Valley Advance Care Planning Partnership and guiding a comprehensive strategy to promote and improve advance care planning throughout the Fox Valley.

Age Specific Population Served: Neonatal, Pediatric, Adolescent, Adult and Geriatric

JOB ACCOUNTABILITIES
The following are essential job accountabilities:

- Provides leadership, management, and facilitation to ensure goals and objectives of the Fox Valley Advance Care Planning Partnership are achieved.
- Develops and implements actionable strategic and work plans to guide the Partnership and its growth.
- Responsible for resource development and implementation of sustainable business plan, including grants, partnership support and donations.
- Connects and collaborates with statewide network of advance care planning leaders and coordinators.
- Collects and utilizes data to guide and sustain the work of the Fox Valley Advance Care Planning Partnership.
- Engages community and health system leaders regarding opportunities and benefits of comprehensive and coordinated processes to improve advance care planning and care at the end of life.
- Assures quality improvement and action-oriented approaches to advance care planning are undertaken by various community sectors including health care, education, faith communities, workplaces, and community service organizations.
- Educates the community about advance care planning and community supports provided by the Partnership and member organizations.
- Organizes and coordinates the system of education, training, and deployment of advance care planning ambassadors and facilitators to deliver high quality advance care planning education and services.
- Provides effective ongoing cultivation and coordination of the Leadership Team and workgroups of the Fox Valley Advance Care Planning Partnership.
- Coordinates volunteers, supervises staff, overseeing orientation and program training.
- Advocates for quality advance care planning policies and practices at local and state levels.
EDUCATION/EXPERIENCE

Minimum Experience: 3-5 years of community organization leadership and sustainability with a passion for and understanding of the value of advance care planning and the consequences of inadequate planning for end-of-life care.

Preferred Experience: Knowledge of quality improvement processes, facilitation, resource development, and strategic thinking. Knowledge of the business of health care. Excellent communicators – written and oral. Significant experience interacting with a variety of people, with diverse backgrounds, and demonstrated ability to move a diverse group to a common goal.


Physical/Environment Requirements: ADA

ESSENTIAL ELEMENTS

• Critical thinking
• Ability to communicate well – short-term and long-term.
• Ability to review both broad and detailed information coming to relevant conclusions
• Ability to conceptualize
• Ability to analyze
• Ability to identify both short and long term goals
• Ability to problem-solve
• Ability to work collaboratively
• Ability to utilize communication tools, such as, but not limited to: computer, telephone, voice mail and fax

QUALIFICATIONS

• Ability to write and speak effectively
• Understanding of English language written and spoken
• Ability to hear with or without accommodation
• Ability to use fingers for dexterity functions
• Ability to lift up to 50 lbs.
• Ability to walk, use stairs or elevators